

Check Deposit Procedures

(For checks that NARA will forward to BPD for deposit)

- Any check that NARA receives should be forwarded to BPD, along with a completed Check Transmittal Form.
- Upon receipt of the checks, BPD will deposit the checks to the appropriate treasury symbol with United Bank.
- Once BPD receives the confirmed deposit ticket from United Bank, the deposit will be posted in the Oracle Financial System.